



FEDERAL LABOR RELATIONS AUTHORITY
CAREER OPPORTUNITY ANNOUNCEMENT
OPEN TO STATUS CANDIDATES

Announcement No: FLRA-02-20		Opening Date: 08/26/02 Closing Date: 09/27/02	Job Title, Pay Plan, Series and Grade: Paralegal Specialist, GS-0950-7/9/11
Number of Vacancies: One	Promotion Potential: GS-11	Salary Range: GS-7: \$31,397 - \$40,818 GS-9: \$38,406 - \$49,924 GS-11: \$46,469 - \$60,405 Salaries include 2002 locality rate for Washington, DC geographic area.	
Duty Station/Agency Component: Office of the Solicitor, Washington, DC The FLRA headquarters office is conveniently located two blocks from the Metro Center subway station in Washington, DC. Metrobus and a number of commuter buses are similarly close-by. Numerous eateries, shops, theaters, and historical sites are within walking distance. Excellent employee benefit program includes: alternative work schedules, transit subsidy, and free work-out facility.			
Who May Apply: Status candidates, i.e., candidates who meet the qualifications and are current or former competitive service Federal employees. NOTE: If you are a candidate with a disability and need a reasonable accommodation for any part of the application and hiring process, please notify the FLRA.		Work Schedule/Type of Appointment: Competitive Service Permanent Full Time	
DUE TO THE POSSIBLE DELAY IN THE MAIL SYSTEM, WE STRONGLY ENCOURAGE APPLICANTS TO SUBMIT APPLICATIONS BY FAX TO 202-482-6659. ALL APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE.			

Major Duties: This position is located in the Office of the Solicitor. At the GS-11 level, the incumbent serves as a Senior Paralegal Specialist carrying out the most complex paralegal responsibilities of the office. Duties and responsibilities include:

1. Performing independent legal research for professional staff; conducting research of statutes, legal opinions, legal texts, precedential cases, and other source materials that may bear on the legal issues involved.
2. Analyzing facts and legal questions, and preparing informative and instructional material as requested.
3. Assisting in the preparation of motions and other litigation documents.
4. Assisting in the maintenance of various litigation and legal advice information systems used by the Solicitor's Office.

At the GS-9 level, performs the same duties, but receives closer supervision. At the GS-7 level, the employee is a trainee, learning how to assemble and file briefs, appendices, and other litigation documents, and performing legal research with close supervisory review.

Conditions of Employment:

U.S. Citizen

Must meet time in grade requirements by the closing date of the vacancy announcement.

Qualifications Required:

To qualify at the GS-7 level: Applicants must have one full year of graduate level education or superior academic achievement **or** one year of specialized experience equivalent to the GS-5 level which equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position - typically in or related to the work of the position being filled equivalent to the next lower grade level.

To qualify at the GS-9 level: Applicants must have a Master's or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree or one year of specialized experience equivalent to the GS-7 level which equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position - typically in or related to the work of the position being filled equivalent to the next lower grade level.

To qualify at the GS-11 level: Applicants must have a Ph.D. or equivalent doctoral degree or 3 full years of progressively higher level graduate education leading to such a degree or one year of specialized experience equivalent to the GS-9 level which equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position - typically in or related to the work of the position being filled equivalent to the next lower grade level.

Desired Quality Ranking Factors (If you meet the minimum education and experience requirements, these factors will be used to determine if you are among the best qualified. The applications of the highest ranked candidates will be sent to the selecting official for consideration) :

1. Ability to analyze facts and legal questions, and conduct legal research.
2. Knowledge of Federal litigation practice including Federal laws and statutes, and court rules and procedures.
3. Ability to manage the assembly and filing of litigation documents such as briefs and motions.
4. Ability to communicate effectively orally and in writing.
5. Ability to manage and maintain the records of a legal office.

Special Remarks:

- Relocation expenses will not be paid.
- If you are applying for competitive service positions and are a compensable veteran or person with a disability and need reasonable accommodation for any part of the application or hiring process, please notify the Agency. The decision on granting reasonable accommodation will be on a case-by-case basis. Proof of eligibility for special consideration is required.
- If you are a competitive service employee eligible for priority consideration under CTAP or ICTAP , clearly annotate your resume and submit proof that you meet the requirements of Title 5 CFR 330. If you are determined to be well qualified, that is, you possess knowledge, skills, and abilities which clearly exceed the minimum qualifications requirements for the position, you will be afforded priority consideration.

Agency Mission: The Federal Labor Relations Authority (FLRA) is an independent agency responsible for administering the labor-management relations program for non-postal Federal employees world-wide. It employs approximately 215 employees dispersed among the Washington, DC headquarters and seven regional offices. The Agency consists of three components: the Authority, the General Counsel and the Federal Service Impasses Panel. The **Authority** is a quasi-judicial body which resolves disputes over the negotiability of proposals made by Federal employee unions in collective bargaining with Federal agencies. It also resolves exceptions to grievance arbitration awards and decides whether conduct alleged in a complaint constitutes an unfair labor practice. In addition, it reviews determinations made by Agency Regional Directors in disputes over union elections and unit determinations. The **Office of the General Counsel** is responsible for independently investigating, and settling or prosecuting unfair labor practice charges; receiving and processing representation proceedings; and providing facilitation, intervention, training and education services to the parties to prevent and/or resolve disputes. The **Federal Service Impasses Panel** provides assistance to Federal agencies and unions representing Federal employees in resolving impasses arising from negotiations over conditions of employment. For additional FLRA information, you may visit our website at: <http://www.flra.gov>.

Employee Programs and Benefits: As an employee-oriented Agency, FLRA offers options in flexible work schedules such as working a regular fixed schedule, a compressed work schedule, or flexible schedules that allow varied arrival and departure times or number of hours per day worked. There are opportunities to attend skills-enhancing and skills-maintenance training. Employees may earn a variety of monetary and non-monetary awards. Frequent travelers may participate in a travel gainshare pilot July 1, 2001-December 2002. An employee assistance program provides confidential, professional counseling and referral service to help troubled employees, a health service which provides periodic health screening opportunities at nominal cost, and a leave donation program that can assist employees during personal medical emergencies. For special circumstances, there are opportunities to work at home on a limited basis. All employees are paid by electronic funds deposit.

FLRA recognizes the Union of Authority Employees (UAE) as the exclusive bargaining representative of eligible employees.

The FLRA subsidizes health benefits and life insurance costs. Its portable Federal Employees Retirement System permits eligible employees to supplement their retirement by contributing to a Thrift Savings Plan (similar to 401K savings plans). Employees on appointments of more than 90 days with set work schedules earn annual and sick leave based on their years of service, beginning at 104 hours each of annual and sick leave per year for a full time employee.

How To Apply: Submit your resume **with the information described on the attached Application/Resume Checklist**, so that the information is **received** at the following address **by 5:00 p.m. Eastern Standard Time on the closing date:** Federal Labor Relations Authority, Human Resources Division, **607 14th Street, NW, Suite 430, Washington, DC 20005.** **Faxed applications** may be sent to (202) 482-6659 and **must be received by 5:00 p.m. Eastern Standard Time on the closing date.**

To request a copy of this announcement, call the Job Line at (202) 482-6537. To download a copy, visit our website at <http://www.flra.gov/29-jobs.html>. There is a statutory prohibition against using Government-franked envelopes to mail applications.

Qualified applicants will receive consideration without regard to such non-merit factors as race, color, religion, gender, handicap, age, sexual orientation, national origin, political affiliation, marital status, non-disqualifying disabilities, membership or non-membership in an employee organization, personal favoritism, protected genetic information, or status as a parent.

An announcement will be placed on FLRA's web page once selection is made. Please note that the selection process may take up to 120 days.

DEFINITIONS:

Competitive Service. Competitive service positions are civilian positions in the executive branch of the Government which require some form of examination - either a written test, or a ranking of qualifications against prescribed knowledge and skill criteria.

Competitive Status vs. Non-Status Candidates. Federal employees acquire competitive status by completion of a probationary period under a career-conditional or career appointment in the competitive service. Non-status candidates are applicants who have never served in a competitive status position in the Federal service.

Salary Range. Candidates with no prior Federal service generally are selected at the minimum pay rate of the grade for which selected. However, occasionally a candidate possesses superior academic or experience qualifications and may be hired above the entry level salary. The Human Resources Division must determine salary prior to extending a final offer of selection .

Promotion Potential. The target grade the selected applicant can expect to achieve without further competition. Promotion beyond the target grade would require further competition or review.

Quality Ranking Factors. Quality Ranking Factors are knowledge, skills or abilities which would enhance an applicant's ability to succeed on the job. These factors are used to rank applicants' quality of education and experience.

Trial and Probationary Periods. Applicants selected for excepted service permanent positions serve a two-year trial period if they are non-veterans' preference eligibles, and a one-year period if they are a veterans' preference eligible. Applicants selected for a career or career-conditional appointment serve a one-year probationary period. During these trial and probationary periods, the Agency determines the fitness of the employee, and the employee has no appeal rights if the Agency decides to terminate the appointment.

APPLICATION/RESUME CHECKLIST

*To ensure full and proper consideration, your application/resume must contain the following information.
Failure to submit this information may result in non-consideration for the position.*

Job Information

- C Vacancy number, position title and grades(s)

Personal Information

- C Full name, mailing address (with zip code), phone numbers (with area code)
- C Social Security Number
- C Country of citizenship
- C Veterans' preference
- C Reinstatement eligibility, if any
- C Highest Federal civilian job held, if any (include title, job series, and dates held)

Education

- C High school (name, city, state and zip code); date of diploma or GED
- C Colleges or universities (name, city, state, and zip code); Majors
- C Type and year of degrees received (if no degree, show semester/quarter hours).
- C Transcripts if applying for entry level Attorney, Law Clerk, or Outstanding Scholar position.

Work Experience

- C Title (and series/grade if Federal job)
- C Duties (for each paid and non-paid work experience related to the vacancy)
- C Employer's name and address
- C Supervisor's name and phone number
- C Starting and ending dates (month, day, and year)
- C Hours per week, and beginning and ending salary
- C Indicate if we may contact current supervisor

Other Qualifications

- C Training (title, hours, year)
- C Special skills (e.g., computer software/hardware, typing speed, etc.)
- C Current certificates and licenses (e.g., Bar membership; CPA)
- C Honors, awards, accomplishments (e.g., publications, performance award, memberships in professional organizations or societies, leadership activities, public speaking.

Quality Ranking Factors (Desirable Knowledge, Skills, Abilities)

All applicants must address each listed factor in a separate document attached to their application.

Background Questionnaire

All applicants are requested to complete the attached "Background Survey Questionnaire" 79-2.

Performance Appraisal

Current or former Federal employees must submit a copy of most recent performance appraisal and a copy of a recent SF-50, "Notification of Personnel Action" reflecting grade, title, series, and annual pay.

Veterans' Preference DD-214

If you are claiming veterans' preference, submit form DD-214, and, if applicable, proof of disability or mother/widow preference.

NOTE: Preference eligibles or veterans who have been separated from the armed forces under honorable conditions after 3 years of more of continuous active service may apply to the announcement. Also, the Defense Authorization Act of 1997 extended veterans' preference to persons who served on active duty during the Gulf War, and authorizes that the Armed Force Expeditionary Medal for service in Bosnia is qualifying for veterans' preference.

Disability Status

Applicants with disabilities who are eligible for non-competitive appointment under special appointing authorities must indicate their special status and provide appropriate current certification of that status.

ICTAP or CTAP Eligibility

Individuals applying to competitive service positions who have priority consideration rights under the Interagency Career Transition Assistance Program (ICTAP) or the Agency CTAP must clearly annotate the eligibility and submit proof

United States
Federal Labor Relations Authority
Background Survey Questionnaire 79-2

Form Approved
OMB No. 50-RO-616

<p style="text-align: center;">GENERAL INSTRUCTIONS</p> <p>The information from this survey is used to help insure that agency personnel practices meet the requirements of Federal law. Your responses are voluntary. Please answer each of the questions to the best of your ability. Please print entries in pencil or pen. Use only capital letters. Read each item thoroughly before completing the appropriate code number in each box.</p> <p>Name (Last, First, MI) _____</p> <p>Position for which you are applying _____</p> <p>Date (Month, Day, Year) _____</p> <p>1. Social Security Number _____</p> <p>2. Year of Birth 19 _____</p> <p>3. Do you have any <u>physical</u> disability? _____</p>	<p style="text-align: center;">PRIVACY ACT INFORMATION</p> <p style="text-align: center;">GENERAL</p> <p>This information is provided pursuant to Public Law 93-579 (Privacy Act 1974) December 31, 1974 for individuals completing Federal records and forms that solicit personal information.</p> <p style="text-align: center;">AUTHORITY</p> <p>Sections 1302, 3301, 3304 and 7201 of Title 5 of the US Code.</p> <p style="text-align: center;">PURPOSE AND ROUTINE USES</p> <p>The information from this survey is used for research and for a Federal equal opportunity recruitment program to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Director PRDC, Office of Personnel Management, Washington, D.C. 20415.</p> <p style="text-align: center;">EFFECTS OF NONDISCLOSURE</p> <p>Providing this information is voluntary. No individual personnel selections are made on this information.</p> <p style="text-align: center;">INFORMATION REGARDING DISCLOSURE OF YOUR SOCIAL SECURITY NUMBER UNDER PUBLIC LAW 93-579, SECTION 7 (b)</p> <p>Solicitation of the Social Security Number (SSN) is authorized under provisions of Executive Order 9397 dated November 22, 1943. It is used to relate this form with other records that you file with Federal agencies and the Office of Personnel Management.</p>
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4. How did you learn about the particular position or exam for which you are applying? (You may select up to three choices.)

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| 01 - Private Information Service
02 - Newspaper
03 - Magazine
04 - Radio
05 - TV
06 - Poster
07 - Private Employment Office
08 - State Employment Office (Unemployment Office) | 09 - Agency Personnel Dept. (Bulletin Board or Other Announcement)
10 - Agency or Other Federal Government Recruitment at School or College
11 - Federal, State or Local Job Information Center
12 - Religious Organization
13 - School or College Counselor or Other Official
14 - Friend or Relative Working for Agency
15 - Friend or Relative Not Working for Agency
16 - Other (Specify) _____ |
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5. Please categorize yourself in terms of race, sex, and ethnic categories below. First read definitions of subcategories. The racial and ethnic categories for Federal statistics and administrative reporting are defined as follows:

ETHNICITY: Hispanic - A person of Mexican, Puerto Rican, Cuban, Central or South America or other Spanish culture or origin regardless of race.

RACE: **American Indian or Alaskan Native** -- A person having origins in any of the original peoples of North America, and who maintains culture identification through tribal affiliation or community recognition. **Asian or Pacific Islander** -- A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

Black or African American -- A person having origins in any of the original peoples of Africa. **White** -- A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

<p>A. Race</p> <p>1. American Indian or Alaskan Native</p> <p>2. Asian or Pacific Islander</p> <p>3. Black or African American</p> <p>4. White</p> <p>5. Other (Specify) _____</p>	<p>B. Sex</p> <p>1. Male</p> <p>2. Female</p>	<p>C. Ethnicity</p> <p>1. Hispanic Origin</p> <p>2. Not of Hispanic Origin</p>
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